NASA

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Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: MANDATORY INFORMATION TECHNOLOGY SECURITY (ITS) TRAINING

ITS is a top priority for NASA, and is considered to be a key component of successful mission accomplishment. In order for our employees to have the appropriate awareness and tools to protect our information systems, the Agency requires us to take annual ITS training.

Goddard Space Flight Center (GSFC) employees are required to complete ITS training through the NASA Site for On-line Training Resources (SOLAR) Web site. The following courses are now available at **https://solar.msfc.nasa.gov** and need to be completed by July 30, 2004:

Employees' General Awareness

All non-supervisory GSFC employees (civil service and contractor) who use a computer to accomplish work for NASA are required to complete the course entitled **"Basic IT Security for 2004"**. NOTE: Offsite contractors are required to complete the training only if their computer is connected to Goddard's Center Network Environment.

GSFC Supervisors

All GSFC civil service supervisors are required to complete the course entitled "IT Security for Managers 2004".

How To Update User Profile:

Before taking the training, please make sure your user profile is updated, including name, assigned location, organization code, phone number, and e-mail address. From the SOLAR home page, go to "My Account" and click on "Change User Information". This will allow us to track individuals who have completed training by organization code. **NOTE: If you do not enter a correct organization code, you or your organization will not get credit for completing the course.**

General Information:

You can find the required courses on the SOLAR home page. Please make sure you're taking the Basic IT Security for 2004 (module ITS-012-03) or IT Security for Managers 2004 (module ITS-013-03) or you will not receive credit for it. The SOLAR Quick Link panel on the left side of the home page allows you to request a User ID (new users), or helps you if you forgot your current ID or password. In addition, it is highly recommended that you print out your certificate of completion for documentation purposes. The Web site will automatically track the

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names of users who successfully completed the courses (i.e. passed the test), but if there is any discrepancy, your completion certificate will be helpful.

Special Requirements:
The training package requires the use of an application entitled "Flash". Even if you already have "Flash" on your system, it is highly recommended that you download the current version by following the instructions in SOLAR. This will help ensure uninterrupted delivery of the training course.

If you have problems or questions, contact your Directorate Computer Security Official . The list can be found at http://eitsb.gsfc.nasa.gov/services/dcso/dcso.stm or by calling Keisha Tigner, Code 297 ITS Training Coordinator. Ms. Tigner can be reached at x6-8822 or via e-mail at lakeisha.s.tigner@nasa.gov.

Thank you for your cooperation in helping the Center protect its valuable information resources.

Linda R. Wilbanks, Acting
Chief Information Officer